

# *Indiana Criminal Justice Institute*

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## *Victim Services Division Grants*

*Victims of Crime Act (VOCA)*

*Violence Against Women Act (STOP)*

### *Resource Manual*

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## **Victim of Crime Act (VOCA) - Assistance Funds**

The Crime Victims Fund was established by the Victim of Crime Act (VOCA) in 1984 and serves as a major funding source for victims of crime throughout the country. Each year, millions of dollars are deposited into this fund from criminal fines, forfeited bail bonds, penalty fees, and special assessments collected from U.S. Attorney's Offices, U.S. Courts, and the Bureau of Prisons. These dollars come from offenders convicted of federal crimes.

Each state and territory determines which organizations will receive funding based on the eligibility requirements for subrecipient programs contained in VOCA, the victim assistance rules promulgated by OVC, and the needs of crime victims in that state or territory. Funding is awarded on a competitive basis; however, funds are also used to support continuation activities and requirements of the state funding agency.

VOCA - Assistance funds may be used only for direct services to crime victims. VOCA allows state grantees to obtain up to, but no more than, five percent of each year's grant for administering the VOCA - Assistance grant at the state grantee level with the remaining portion being used exclusively for direct service providers. Services such as offender rehabilitation, criminal justice improvements, and crime prevention activities cannot be supported with VOCA - Assistance funds. With the exception of costs incurred for forensic medical examinations, VOCA - Assistance funds cannot be used to reimburse victims out-of-pocket expenses.

## **Violence Against Women Act (VAWA) - STOP Funds**

Since 1995, Violence Against Women Act (VAWA) - STOP funds have been appropriated annually by Congress specifically to enhance services to women who are victims of domestic violence, stalking, and sexual assault. The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others. OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives while also enabling communities to hold offenders accountable.

Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Program), by statute, supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

## **Roles of the Victim Services Division**

The Victim Services Division, under the Indiana Criminal Justice Institute, is the designated administrator of VOCA - Assistance funds by Indiana Code 5-2-6. IC 5-2-6 includes state general funds, VOCA - Assistance, VOCA - Compensation, VAWA - STOP, and other funds received in Indiana to provide services to victims and victim service providers. The Indiana Criminal Justice Institute Board of Trustees works with the Victim Services Division in identifying annually victim and service provider needs.

The Victim Services Division can be reached by calling (317) 232-1233.

# *Victims of Crime Act - Assistance (VOCA) Grant Guidelines*

## *Eligible Agencies*

VOCA specifies that an organization must provide services to victims and be operated by a public agency, non-profit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA - Assistance funding. Eligible organizations are those whose sole mission is to provide services to crime victims. These organizations include, but are not limited to the following agencies: sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim service organizations, whose sole purpose is to serve crime victims, there are many other public and non-profit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA - Assistance funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

**Criminal Justice Agencies:** Such agencies as law enforcement organizations, prosecutor's offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA - Assistance funds to help pay for victims' services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels. Police-based victim services may include a victim crisis unit or victim advocate, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA - Assistance funds may be used to provide crime victim services that exceed law enforcement officials normal duties. Regular law enforcement duties such as crime intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with VOCA - Assistance funds.

**Religiously Affiliated Organizations:** Such organizations receiving VOCA - Assistance funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

**State Crime Victim Compensation Agencies:** Compensation programs, including both centralized and decentralized programs, may receive VOCA - Assistance funds if they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation, and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.

**Hospitals and Emergency Medical Facilities:** Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantees may only award VOCA - Assistance funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examinations meet the standards established by the state, local, prosecutor's office, or state-wide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.

**Others:** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

## *Ineligible Recipients of VOCA - Assistance Funds*

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA - Assistance funding. These organizations include, but are not limited to, the following:

**Federal Agencies:** This includes U.S. Attorney's Offices and FBI Field Offices. Receipt of VOCA - Assistance funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subrecipients of VOCA - Assistance grants.

**In-Patient Treatment Facilities:** For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health related conditions.

## *Eligibility Requirements*

Agencies must meet the following criteria to receive VOCA - Assistance funds:

- ✚ Be operated by a public, tribal or nonprofit organization (or a combination of such organizations) and provide direct services to crime victims;
- ✚ Demonstrate a record of providing effective direct services to crime victims;
- ✚ Meet program match requirements (match must be derived from non-federal dollars, dollars not specifically marked for the same services, and must be used for VOCA - eligible activities);
- ✚ Meet program standards set forth by the Victim Services Division;
- ✚ Performance and financial reports must be current with no missing documents;
- ✚ Use volunteers (unless a volunteer waiver is submitted);
- ✚ Promote, within the community, coordinated public and private efforts to aide crime victims;
- ✚ Assist crime victims in seeking Crime Victim Compensation benefits;
- ✚ Comply with VOCA program guidelines and Federal Financial and Administrative Guide for Grants;
- ✚ Provide services to victims of federal crimes on the same basis as victims of state crimes;
- ✚ Provide services to victims of crime at no charge (under VOCA funded projects);
- ✚ Abide by criteria in the contract (grant agreement) between the grantee and the Indiana Criminal Justice Institute
- ✚ Agencies must be registered, and in good standing, with the Indiana Secretary of State's Office

## *Eligible Activities*

To be eligible for VOCA - Assistance funding, a service must be providing direct services to victims of crime. Direct services are:

- ✚ Services that immediately respond to the emotional and physical needs (excluding medical care) or crime victims such as crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, emergency food, clothing and transportation and shelter, emergency legal assistance and other emergency services that are intended to restore the victims sense of dignity and self-esteem;
- ✚ Counseling, group treatment, and therapy;
- ✚ Advocacy on behalf of crime victims including accompaniment to criminal justice offices and court, transportation to court, child care to enable victims to attend court, restitution advocacy and assistance with victim impact statements;
- ✚ Services which offer an immediate measure of safety to crime victims such as boarding up broken windows or replacing locks;

- ✚ Forensic examinations for sexual assault victims (to the extent that other funding sources are not available);
- ✚ Costs that are necessary and essential to providing direct services such as prorated costs of rent, telephone service, transportation costs for victims and local travel expenses for direct service providers;
- ✚ Costs that are directly related to providing direct services through staff including salaries and fringe benefits; and
- ✚ Opportunities for crime victims to meet with perpetrators, which are voluntarily agreed to by the victim and have a beneficial or therapeutic benefit to the victim.

The following are services or activities not generally considered direct services but can be eligible for limited VOCA funding:

- ✚ Skills training for staff;
- ✚ Equipment and furniture;
- ✚ Contract for professional services;
- ✚ Operating costs including supplies, printing, postage, brochures which describe available services, books and other victim-related materials;
- ✚ Supervision of direct services staff and volunteer coordinators;
- ✚ Repair or replacement of essential items;
- ✚ Presentations that are made in schools, community centers or other public forums that are designated to identify crime victims and provide or refer them to needed services.

### ***Ineligible Activities***

The following services, activities, and costs **cannot be supported** with VOCA - Assistance funds:

- ✚ Lobbying and administrative advocacy;
- ✚ Perpetrator rehabilitation and counseling;
- ✚ Needs assessments, surveys, evaluations, studies and research efforts;
- ✚ Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness;
- ✚ Fundraising activities;
- ✚ Indirect costs;
- ✚ Nursing home care, home health care, and hospital care;
- ✚ Relocation expenses;
- ✚ Salaries, fees and reimbursement expenses associated with administrators, executive directors, board members, etc;
- ✚ Development of protocols, interagency agreements and other working assignments;
- ✚ Costs of sending individual crime victims to conferences;
- ✚ Development of training materials;
- ✚ Crime prevention activities;
- ✚ Preparing grant applications and other funding requests; and
- ✚ Attending meetings for task force commissions, working groups, coalitions and/or multidisciplinary teams.

## *Allowable Costs of Direct Services*

The following is a listing of services, activities, and costs that are eligible for support with VOCA - Assistance grant funds within a subrecipient organization:

- a. **Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing protective orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- b. **Mental Health Assistance.** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as psychotherapy.
- c. **Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services noted above in section a "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and courts; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. VOCA - Assistance funds cannot be used to pay for non-emergency legal representation such as for divorces or civil restitution recovery efforts.
- d. **Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation, private insurance, or public benefits) are unavailable or insufficient, and such exams conform to state evidentiary collection requirements.
- e. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable the victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. **Special Services.** Services to assist crime victims with managing practical problem created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- g. **Personnel Costs.** Costs that are directly related to providing direct services such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA - funded personnel; and the cost of training paid and volunteer staff.

- h. **Restorative Justice.** Opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims.

*If this type of program is funded by the Indiana Criminal Justice Institute, this type of service will closely review the criteria for conducting these meetings. At a minimum, the following should be considered:*

1. *The safety and security of the victim;*
2. *The benefit or therapeutic value to the victim;*
3. *The procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting;*
4. *The provision of appropriate support and accompaniment for the victim;*
5. *Appropriate “debriefing” opportunities for the victim after the meeting or panel;*
6. *The credentials of the facilitators; and*
7. *The opportunity for a crime victim to withdraw from the process at any time*

**VOCA funds cannot be used for victim-offender meetings which serve to replace criminal justice proceedings.**

- i. **Other Allowable Costs and Services.** The services, activities, and costs listed below are not generally considered direct crime victim services but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the Indiana Criminal Justice Institute and subrecipient must agree that direct services to crime victims cannot be offered without support of these expenses; that the subrecipient has no other source of support for them; and that only limited amounts (1% - 2% of total grant award) of VOCA funds will be used for these purposes. The following list provides examples of such items:

1. **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
2. **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
3. **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area.



4. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient.

VOCA funds cannot support the entire costs of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform victim related services. Examples of allowable costs may include pagers; computers; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play area.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable. Refer to the OJP Financial Guide, effective edition, before these types of decisions are made.

All equipment purchased with grant funds for \$5,000 or more becomes property of the State and shall not be sold or disposed of without written consent from the State.

5. **Purchasing or Leasing Vehicles.** Subrecipient's may use VOCA funds to purchase or lease vehicles if they can demonstrate to the Indiana Criminal Justice Institute that such an expenditure is essential to delivering services to crime victims. The Indiana Criminal Justice Institute must give prior approval for all such purchases.
6. **Advance Technologies.** At times, computers may increase a subrecipient's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security. In making such expenditures, VOCA subrecipient's must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the subrecipient's current system; the costs of installation; the cost of training staff to use the computer equipment; the on-going operations costs, such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the costs of insurance payments.
7. **Contract for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipient's to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing protective orders or establishing emergency custody/visitation rights (the provider must have demonstrated history or advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contract administrative, overhead and other indirect costs included in the hourly or daily rate.
8. **Operating Costs.** Examples of allowable operating costs include supplies, equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and book and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.

9. **Supervision of Direct Service Providers.** The Indiana Criminal Justice Institute may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, the Indiana Criminal Justice Institute may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of servicing more crime victims.
10. **Repair and/or Replacement of Essential Items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs and auto insurance are allowable. ICJI must scrutinize each request for expending VOCA funds for such purposes to ensure the following:
  - a. That the building or vehicle is owned by the subrecipient organization and not renter or leased;
  - b. All other sources of funding have been exhausted;
  - c. There is no available option for providing the service in another location;
  - d. That the cost of the repair or replacement is reasonable considering the value of the building or vehicle; and
  - e. The cost of the repair or replacement is pro-rated among all sources of income.
11. **Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and they are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

### ***Non-Allowable Costs and Activities***

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA - Assistance grant funds at the subrecipient level:

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Evaluations, and Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. **Fundraising Activities.**

- f. **Indirect Organizational Costs.** The costs of liability insurance and buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- g. **Property Loss.** Reimbursing crime victims for expenses incurred as a result of crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills.
- h. **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in allowable costs is okay), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA - Assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- i. **Relocation Expenses.** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- j. **Administrative Staff Expenses.** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- k. **Development of Protocols, Interagency Agreements, and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities the subrecipient's undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subrecipient.
- l. **Costs of Sending Individual Crime Victims to Conferences.**
- m. **Activities Exclusively Related to Crime Prevention**

### ***Program Match Requirements***

VOCA has a match requirement of 20%. This may be cash or in-kind. Match funds may not be federal or otherwise obligated funds.

#### ***Computing the Match Funds***

$$\frac{\text{Federal Dollars Requested}}{\text{Federal Percent}} = \text{Total Project Cost}$$

***NEXT: Total Project Cost - Federal Dollars Requested = Required Match Amount***

***Example:***

$$\frac{\$12,000}{80\%} = \$15,000 \text{ (Total Project Cost)}$$

***NEXT: \$15,000 - \$12,000 = \$3,000 (Required Match Amount)***

## *Volunteers*

Volunteers are an integral component of victim assistance programs and a requirement of all agencies receiving VOCA - Assistance funds. We encourage all victim assistance programs, regardless of funding, to utilize volunteers. The recruitment, training, and management of volunteers can be time consuming, but it is a rewarding process. One of the key ways to recruit, maintain, train, and use volunteers effectively is to assign them duties in ways that they can interact with victims in a meaningful way or using their personal strengths for the benefit of the agency, i.e. computer skills, etc. The following is a list of ways to utilize volunteers, keep them involved and happy. Remember, use your imagination and be creative in recruiting, training, and retaining volunteers.

### **Volunteer Activities**

- ✚ Crisis intervention
- ✚ Public presentations about the services your agency provides
- ✚ Phone calls to victims
- ✚ Supportive counseling
- ✚ Criminal justice advocacy or courtroom accompaniment
- ✚ Preparation of brochures and other sources of information for victims

### **Tips to Keep Volunteers Motivated**

- ✚ Annual banquets/dinners
- ✚ Regular meetings
- ✚ Thank you notes
- ✚ T-shirts to identify volunteers with the program
- ✚ Awards
- ✚ Training on a wide range of subjects
- ✚ Publicity regarding volunteer activities in the local paper
- ✚ Joint meetings with other agencies who utilize volunteers for crime victim services
- ✚ Frequent feedback

### **Volunteer Recruitment**

- ✚ Aerobic instructors to teach exercise
- ✚ Teachers during the summer for literacy training and children's programs in shelters
- ✚ Retired people
- ✚ Students from local colleges and universities
- ✚ Temporary service agency personnel to teach resume writing
- ✚ Maintenance workers to donate their skills for shelter grounds, buildings and office space
- ✚ Craft store employees to teach crafts
- ✚ Printers and copy centers to provide printed materials at cost

**Violence Against Women Act (VAWA)**  
**S.T.O.P. (Services, Training, Officers, and Prosecutors)**  
**Grant Guidelines**

***Eligible Agencies***

Agencies eligible to receive S.T.O.P. grants are the funding allocations are as follows:

- ✚ Victim Service Providers\*
- ✚ Law Enforcement Agencies
- ✚ Prosecutor's Offices
- ✚ Courts

*\*Examples would be nonprofit, nongovernmental victim service agencies providing services to victims of domestic violence, sexual assault and stalking*

The 2007-2009 STOP Implementation Plan has identified the following as being "underserved":

- ✚ Elderly
- ✚ Disabled
- ✚ Hispanic/Latino
- ✚ Rural

***Eligible Activities***

- ✚ Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence and stalking;
- ✚ Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting crimes against women, including the crimes of sexual assault, domestic violence and stalking;
- ✚ Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- ✚ Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests; protection orders, violations or protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- ✚ Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
- ✚ Developing, enlarging, or strengthening programs addressing stalking;

- ✚ Developing, enlarging or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- ✚ Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
- ✚ Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- ✚ Developing, enlarging, or strengthening programs to assist law enforcement, prosecutor, courts, and other to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigation, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- ✚ Providing assistance to victim of domestic violence and sexual assault in immigration matters;
- ✚ Operating complimentary family services that support family members of crime victims; for instance children who may witness domestic violence;
- ✚ Enforcement of Protection Orders through the use of special victim assistance placed in local law enforcement agencies that act as liaisons between law enforcement and victims;
- ✚ Providing supportive services and advocacy for victims of domestic violence committed by law enforcement personnel

### ***Ineligible Activities***

- ✚ S.T.O.P. funds may not support legal or defensive services for perpetrators of violence against women, but they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.
- ✚ Children's services supported with VAWA funds must be inextricably linked to providing services to victims of domestic violence. For example, S.T.O.P. funds may support the expansion of shelter services for battered women to include their children but not to support violence prevention curricula in schools.

### ***Allowable Costs***

In general, S.T.O.P. Program grants may support personnel, training, technical assistance, data collection and equipment costs to enhance the apprehension, prosecution, and adjudication of person committing violent crimes against women, and to provide or improve services for victims.

## **STOP Program Match Requirements**

Matching funds are no longer required for the STOP Victim Services providers. Law Enforcement, Prosecution, and Courts are required to provide a 25% match that may be cash or in-kind, unless the agency requests a match waiver.

A match waiver is based upon demonstrated financial need, such as:

- ✚ Natural Disasters
- ✚ Lay-offs
- ✚ Double-digit unemployment rates
- ✚ Reduction in funding
- ✚ Other circumstances indicating financial need

The agency should submit a written request for a match waiver directly to the Victim Services Director at ICJI. The State has the discretion to approve match requests. Should the State choose to deny a match waiver, the denial must be approved by the Federal Program Specialist at the Office on Violence Against Women. All subgrantees will receive a written response. If approved, a match waiver is only good for the current grant cycle.

For agencies that continue to match federal funds, the costs of activities counted as match must be directly related to the project goals and objectives. For example, if half of an advocate's time is supported with grant funds, that advocate must track all of his/her time to demonstrate 50% was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

### ***Computing the Match Funds***

$$\frac{\text{Federal Dollars Requested}}{\text{Federal Percent}} = \text{Total Project Cost}$$

***NEXT: Total Project Cost - Federal Dollars Requested = Required Match Amount***

***Example:***

$$\frac{\$12,000}{75\%} = \$16,000 \text{ (Total Project Cost)}$$

***NEXT: \$16,000 - \$12,000 = \$4,000 (Required Match Amount)***

## ***VOCA & STOP Grant Match Requirements***

The purpose of matching contributions is to increase the amount of resources available to projects supported by federal grants. Matching contributions vary from grant to grant, but federal funds are not allowed to be used as a match for these federal awards. Also, it is not allowable to match a federal grant with state funds as state funds have already been assigned to cover specific activities. All funds designated as match are restricted to an accelerated rate to meet the match requirement early; however, you cannot delay reporting match until the end of the contract, unless prior written approval is received from ICJI.

Match records must be maintained and clearly show the source, the amount, and the period during which the match was allocated and expended. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented and supported in the same methods by the programs paid employees. It is not recommended for a program to over match.

### ***Cash Match***

Cash match (sometimes called “hard” match) includes actual dollars spent for the project-related costs. For example, dollars spent on the pro-rated portion of rent or for direct service providers’ salaries. Cash match must be tied to the overall cost of the specific grant activity and be approved by ICJI.

### ***In-Kind Match***

In-kind match (sometimes called “soft” match) is the value of goods or services received or provided that has no associated cost to the program. An example would be donated time by professionals or volunteers or equivalent rental value of donated equipment. It is recommended the hourly rate assigned to the volunteer match be the hourly rate of an entry-level advocate in your program. The rate for a volunteer must be approved by ICJI. Allowable in-kind match may be all hours during which a volunteer provides direct services to victims. You may also count on-call hours as long as they are consistent with your personnel policies for paid staff. For example, if paid staff receives compensation for a minimum of two hours of an eight-hour on-call shift, even if you are not actually called out, then you may count the volunteer’s hours in the same fashion.

In-kind match may include donations of expendable equipment; office supplies; workshop, education or training materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled or unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation.

Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization and its employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The value for donated tangible goods shall be reasonable and not exceed the fair market value at the time of the donation. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Following are some specific examples of possible sources of match for this program:

- ✚ If an entity, other than the sub-grantee, donates office space free of charge to the sub-grantee for the project, the rental value of the space may be used as match. For example, a police department may donate an office to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent



they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match.

- ✚ The salaries of any employees of the sub-grantee that are working on grant related purposes, but not paid with grant funds might be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit or other employees could be used as match to the extent that they are not paid by Federal funds.
- ✚ If the sub-grantee has an advisory board and the members are not compensated for their time, the time spent by the council member may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the sub-grantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match.
- ✚ The reasonable value of other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations from individuals and from companies, such as grocery stores, of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture and computers.
- ✚ Sub-grantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical supplies, taxi and hotel vouchers, and child care services for victims. The services could be provided by an individual volunteer or by a company.

## *Reporting*

### *Financial Reports*

Financial reports are due within twenty (20) days of the end of the quarter.

Quarter Ends	Due Date
September 30 <sup>th</sup>	October 20 <sup>th</sup>
December 31 <sup>st</sup>	January 20 <sup>th</sup>
March 31 <sup>st</sup>	April 20 <sup>th</sup>
June 30 <sup>th</sup>	July 20 <sup>th</sup>

Final financial reports are due forty-five (45) days after the grant closes.

**VOCA** - Performance Reports are to be submitted via email to the VOCA Grant Coordinator by January 20<sup>th</sup> and July 20<sup>th</sup> of each year.

**STOP** - Annual Performance Report is to be submitted via email to the STOP Grant Manager by January 20<sup>th</sup> of each year.

*Failure to meet reporting deadlines may lead to the suspension or deobligation of funds.*

Reports may be faxed, mailed, or emailed. If you fax a report, please do not send a hard copy via regular mail. If you email a financial report, you will be required to mail or fax a copy since signatures are required on these.

## ***Additional Subrecipient Requirements***

As a subrecipient of grant funds from the Indiana Criminal Justice Institute, the implementing agency must also abide by and/or submit the following information to the Indiana Criminal Justice Institute:

- The project director for the implementing agency must have an email address that is checked on a regular basis (at least once a week).
- Grant applications must include a physical address for the purpose of conducting site visits.
- All agencies receiving VOCA - Assistance funds must submit an audit report every year beginning in 2007. If ICJI does not receive a completed audit, funds can be deobligated or frozen until an audit has been submitted.

## ***Budgeted Funds and Program Change Requests***

It is important to check your rate of expenditures periodically during the grant period to ensure the expenditures are on track so funds can be reallocated if necessary. Program Change Requests may be submitted to the Division any time during the grant period prior to ***May 1<sup>st</sup>***. A budget modification is a change in the budget such as reallocation of funds, reversion of funds, or receipt of additional funds. Budget Change Requests may be approved to move funds from one authorized category to another, but a new spending category may not be added that may change the original purpose of the grant.

Any change in budget, total award, program or project ending date must be requested to the Indiana Criminal Justice Institute in writing. A change of project director or fiscal officer should be sent in a letter. An amendment is not required unless that change constitutes a significant program change.

Always contact the VOCA Grant Coordinator, STOP Grant Manager or Victim Services Division Director before submitting a Program Change Request, and **never implement proposed changes in the amendment until written approval is provided by ICJI.**

Some change requests can be reviewed administratively, while others require review by the ICJI Board of Trustees. As the Board of Trustees only meet quarterly, requests requiring their approval may take longer for processing. The following is a guide for review procedures:

### **Administrative Review:**

- ✚ Changes in Budget involving the transfer of funds from one category to another
- ✚ Increase in funding less than 10% to the Total Project Cost
- ✚ Increase in funding is less than \$6,000
- ✚ Changes in Project End Date

### **Board of Trustees Review**

- ✚ Any significant Project Change
- ✚ Increase in funding of more than 10% of the Total Project Cost
- ✚ Increase in funding is more than \$6,000

The following are examples of when you may want to request a reallocation of funds:

- If you were awarded grant funds to purchase a computer but found what you really need is a copier. You may want to reallocate funds from one area to equipment in order to purchase the copier, which costs more than the computer.
- You discover you have extra funds in one category and not enough in another. If this happens, you may want to reallocate funds.

## *Financial Management Do's and Don'ts*

This section will be of greatest benefit to directors of small non-profit organizations who are struggling to provide important services to the public and are generally looking to break even between income and expenses. Most government agencies and large non-profit agencies have dedicated and independent financial personnel. Some of the following are recommended practices, some are federal guidelines and some are acceptable account practices. You should follow all.

### Do...

- ✚ Contract with an accountant before an auditor. Both are accountants, but it is important to have set up your financial system before having the other inspect your proficiency in classifying resources and expenditures towards development of balance sheets and income statements.
- ✚ Assure some separation of fiscal responsibilities. While you may not have the staff to accomplish this, another party should reconcile accounts and verify disbursements.
- ✚ Immediately record all transactions. The end of the business day is adequate but waiting a week is inviting trouble.
- ✚ Track the sources and expenditure of match funds or in-kind contributions. These must go towards the specific grant allowable activities.
- ✚ Submit timely reports. This reflects on the reliability of the subgrantee and grantee. Untimely reports distort the accuracy of the overall grant financial position reported each quarter and could indicate poor monitoring of the funds.
- ✚ Track grant funded equipment in your standard inventory procedures which include identifying present location and condition, acquisition cost, manufacturer's model and serial number, and ultimate disposition.
- ✚ Establish written procurement procedures. Minimum standards exist for federal funds.
- ✚ Double check your math and verify your expenditures when completing quarterly reports. ICJI site visits may emphasize verifying a randomly chosen single month's activities. Double checking data will help assure a good administrative history.
- ✚ Utilize pre-numbered and sequential financial documents in order
- ✚ Keep accurate time and activity reports for all grant funded, or partially funded, positions. This is a common audit finding; many do not recognize these financial documents.
- ✚ **BUDGET!** Each month provide your board treasurer and chairperson with the month's fiscal report. This should show actual revenue and expenditure activity for the month and year to date. Explain any variance. Include next month's projected activities and if the board does not ask for a financial report... provide it to them anyway.
- ✚ Report modifications to your program manager. Use the approved ICJI Program Change Request for all budget changes.
- ✚ Keep all receipts, receiving reports, invoices, checks, etc. Lack of documentation is one of the biggest audit findings.

## Don't...

- ✚ Hire a relative, even for a menial job, or hire your own consulting firm without a resolution from your board of directors.
- ✚ **Commingle funds!** This is frequently misunderstood but is one of the most common audit findings. A simple way to assure you are not commingling funds is to identify the revenue source for each expenditure. The average bookkeeping program can trace this for you, even for multiple revenue sources. If you are not familiar with these, your accountant can set one up for you.
- ✚ Overlook audit findings. Reportable conditions on the management letter generally can be informally corrected.
- ✚ Claim expenditures for obligations beyond the funding period.
- ✚ Hire auditor or receive their report (when audits are requested) as that should be the function of the board treasurer or full board of directors.
- ✚ Temporarily cover one grant's expenditures with other grant funds.

## *Tracking of Expenditures*

1. If your grant project includes emergency expenses for victims, then you must keep records of who received the funds and how and when the funds were used (keep receipts).
2. If your grant project includes equipment or furniture, follow your agencies procurement policy. If no policy currently exists, develop and adopt a policy. Then you must keep invoices with the description of the item, serial number, cost, etc. Label the item with a tag stating, "Purchased with VOCA grant dollars".
3. If your grant project includes mileage, then you must keep a mileage log that includes dates, destinations, miles, and purchases.
4. If your grant project includes operating expenses such as rent, utilities, and/or telephone, then you must charge only a pro-rated portion of these expenses. Example: if the grant is 10% of your budget, only charge 10% of these expenses.
5. If your grant project includes development of materials for publication such as the printing of brochures, the following wording should be printed on the materials:

**VOCA:** This project is supported in part (or in whole) by grant #\_\_\_\_\_, from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime through the Indiana Criminal Justice Institute. Views contained herein are those of the author and do not represent the position of USDOJ or ICJI.

**STOP:** This project is supported in part (or in whole) by grant #\_\_\_\_\_, from the U.S. Department of Justice, Office of Justice Programs, Office on Violence Against Women through the Indiana Criminal Justice Institute. Views contained herein are those of the author and do not represent the position of USDOJ or ICJI.

6. If your grant project includes salary and related expenses, you must keep time sheets for the funded employee identifying the types of activities performed such as direct services, administrative,

training, travel, etc. Ensure that the employee is performing allowable activities. Keep a personal file (if required), signed policy statements, job descriptions, etc.

7. If your grant project includes training expenses, you must keep track of the training attended, dates and personnel that attended.
8. If your grant project includes travel expenses, you must follow your agency policy regarding allowable expenses. Keep an itemized list of travel expenses, including amounts for airfare, hotel, ground transportation, and per diem.
9. If a grant-funded position is vacant, you must notify the Division immediately and keep the Division informed of the hiring progress.
10. If the project director leaves the agency, you must notify the Division immediately and keep the Division informed of the hiring progress.
11. If the subgrantee experiences vacancy savings due to staff turnover or delay in hiring personnel, you must notify the Division immediately of the dollar amount and request a reallocation or reversion of funds.
12. If the project is not operational within 60 day of the original start date, the agency must submit a report identifying the reasons for the delay, plan of action, and expected start date.
13. If the project is not operational within 90 day of the original start date, the agency must submit a report identifying the reasons for the delay and ICJI reserves the right to cancel the contract.
14. Any budget modifications must be submitted in writing on the approved Program Change Request form to the Division for review before reallocating any additional funds.
15. Any financial impropriety discovered must be reported to the Division immediately.

### ***Reversion of Grant Funds***

All VOCA - Assistance and STOP grant funds must be spent or obligated by the end of grant period. If you determine you will be unable to expend all funds by the end of the grant period, it is imperative the funds must be returned to the Victim Services Division as soon as possible. ***You cannot carry over funds from one grant period to the next!***

### ***In and Out of State Travel Guidelines***

Agencies that enter into contracts which provide for specific reimbursement of travel expenses must specify in the contract that travel reimbursement to persons under contract will be consistent with Financial Management Circular No. 2003-1.

# *Tips for Successful Grant Writing*

## Before You Begin

- ✚ Read carefully through the guidelines and application packet. Understanding the eligibility requirements will save you from writing an ineligible application or from having items removed because they are ineligible. Becoming familiar with the material will help you find needed information as you prepare your application.
- ✚ GET ORGANIZED! Gather and organize all the information you need. This will facilitate your thinking and writing process.
- ✚ Prepare a schedule. Allow plenty of time to complete the application including time to proofread, edit, revise, obtain necessary signatures and make all copies. Allow for error and do not leave final preparations until the last minute. You want to be sure to submit your application on time.

## Preparing Your Application

- ✚ Read and follow all instructions. Your application will be processed more quickly if requested information is complete and correct.
- ✚ Do not use previous grant applications.
- ✚ Do not copy and paste from previous grant applications.
- ✚ Complete each section of the application and be sure to answer all questions.
- ✚ If you think a question does not apply to your program, call the VOCA Grant Coordinator and ask what you should do, or respond to the question with an explanation of why the question does not apply. ***Do not leave any questions blank or omit questions because it will appear you may have forgotten to respond!***
- ✚ If any portion of your application is incomplete, and you receive a grant award, there will be special conditions in your grant award letter that will be required to be addressed prior to the release of any grant funds.

## Project Narratives and Abstracts

- ✚ Restate the narrative question and then follow the question with your answer. Grants are reviewed based on the requested information in the application kit. If you follow the required format, it will be easier for the reviewers to locate the information.
- ✚ Answer the narrative questions clearly and concisely.
- ✚ Include sufficient details and explanations as necessary to fully answer the questions. If you include excess information not requested in the application, your meaning may be lost.
- ✚ Keep the language simple and direct.
- ✚ Explain all abbreviations or terms a person outside of your agency may not understand.
- ✚ Use headings or bullet formats if appropriate.
- ✚ Use page numbers and/or a table of contents as it helps with clear organization of your application.

## Definitions of Inputs, Activities, Outputs, & Outcomes for the Program Outcome Model from the United Way of America

- ✚ **Inputs** are the resources dedicated to or consumed by the program. Examples are money, staff, staff time, volunteers, volunteer time, facilities, and equipment and supplies.
- ✚ **Activities** are what the program does with the inputs to fulfill its mission. Examples of activities include feeding and sheltering domestic violence victims, educating law enforcement on protocols for assisting domestic violence victims, or counseling stalking victims.
- ✚ **Outputs** are the direct products of program activities such as the number of counseling sessions conducted, number of volunteer service hours, or the number of classes taught.
- ✚ **Outcomes** are the benefits for participants during and after program activities such as changed attitudes on domestic violence, successful placement of a child with assistance of court appointed special advocates.

### Project Budgets

Review the budget rules regularly while preparing your request. A line for an ineligible expense may cause the total amount of the grant award to be less than requested.

- ✚ Be reasonable in your budget request. Funds are limited and the Division would like to provide funding to as many programs as possible.
- ✚ Double-check your math. Calculation errors may also cause an award amount to be less than expected.

## *Funding Barriers*

Each year, each grant stands on its own merit. *There are no guarantees to continue funding projects or that new projects will be funded at the level being sought in the grant proposal.*

Some deficiencies seen during grant review, which may effect full funding of the proposed project, may include this following:

- ✚ Using a prior years' application
- ✚ Required attachments are missing
- ✚ Incomplete or inaccurate budgets
- ✚ Application being submitted past the deadline

Barriers to fully funding a continuation application may be the result of:

- ✚ Reports being thirty (30) or more days late. These reports include financial and performance reports, Subgrant Award Reports, Award Letters, and any other requested information.
- ✚ Significantly inaccurate financial reports.
- ✚ Unresolved material findings from site visits.
- ✚ Unallowable budget modifications.
- ✚ Commingling of funds.
- ✚ Required match funds not used for allowable purposes.

## *Checklist for Grant Management*

- ✓ Grant application and required copies are submitted by the due date
- ✓ Grant award documentation and Subgrant Award Report are submitted within a timely manner
- ✓ 1<sup>st</sup> quarter financial report is submitted by October 20<sup>th</sup>
- ✓ 2<sup>nd</sup> quarter financial report is submitted by January 20<sup>th</sup>
- ✓ VOCA: 1<sup>st</sup> performance report (covering July 1 - December 31) is submitted by January 20<sup>th</sup> via email  
STOP: Annual performance report is submitted by January 20<sup>th</sup> via email
- ✓ 3<sup>rd</sup> quarter financial report is submitted by April 20<sup>th</sup>
- ✓ 4<sup>th</sup> quarter financial report is submitted by July 20<sup>th</sup>
- ✓ VOCA: 2<sup>nd</sup> performance report (covering January 1 - June 30) is submitted by July 20<sup>th</sup> via email
- ✓ Final claim vouchers and final financial report is submitted by August 15<sup>th</sup>



## *Preparing for Site Visits*

The objective of site visits conducted by the Victim Services Division is to review each programs management functions; inventory the services provided by each program; examine the process for delivering services; evaluate the knowledge, skills, and abilities of program staff; and to perform an evaluation of the fiscal system.

When the Division calls to schedule a site visit, seize the opportunity to “showcase” your program. Take a moment to think about all of your accomplishments and successes over the past year including, but not limited to, the following:

- ✚ Development of new brochures, posters, videos, etc
- ✚ Involvement in collaborative efforts within your community
- ✚ New services/assistance offered by your agency
- ✚ Involvement with task forces, communities, coalitions, etc

Additionally, you should...

- ✚ Ensure all requested materials are available to avoid having to search for materials at the time of the site visit.
- ✚ Review your notes and correspondence from ICJI regarding previous site visits.
- ✚ Review the site visit form prior to visits to ensure questions can be answered.
- ✚ Ensure financial records adequately reflect ICJI revenues, expenditures, and match. If at all possible, the fiscal manager should be available at the time of the site visit in case a question arises.
- ✚ Make sure statistical records are accurate and up to date.
- ✚ Ensure that your program has specific and measurable long and short-term goals and objectives for your program as a whole. Please have a copy available.

The site visit is also a good opportunity for you to discuss challenges faced by your program. Advising ICJI staff on these issues could impact future funding in service gaps.

### *Most Common Site Visit Findings*

Untimely report submissions	Lack of internal controls
Lack of documentation	Commingling of funds
Inadequate time & attendance records	Excess cash on hand
Inaccurate financial records	Unallowable costs
Conflicts of interest	Unapproved changes in budget
Lack of written polices & procedures	

## *Violent Crime Compensation Program*

One of the Federal Guideline Requirements is that you assist victims by notifying them that the Violent Crime Compensation Program is available to them.

The Violent Crime Compensation Program is committed to aiding victims of violent crimes and their families by easing the financial burden crime imposes upon them. The fund assists with medical and funeral expenses, lost wages, loss of support and psychological counseling.

Consider the following when determining if a victim may be eligible for assistance from the Violent Crime Compensation Program.

**If the victim of a violent crime is able to answer YES to any of the questions below, they may be eligible for violent crime compensation assistance:**

- ✚ Are you an Indiana resident who is a victim of a violent crime committed in Indiana?
- ✚ Are you a nonresident of Indiana who is a victim of a violent crime committed in Indiana?
- ✚ Were you injured while (1) trying to prevent a violent crime or (2) while trying to apprehend someone who committed a violent crime?
- ✚ Were you injured while giving aid and assistance to a law enforcement officer in the performance of that officer's duties?

**If you are a parent, surviving spouse, legal dependent or legal representative and you answer YES to any of the following questions below, YOU may be eligible for violent crime compensation assistance.**

- ✚ Was the victim a resident of Indiana who was a victim of a violent crime?
- ✚ Was the victim a nonresident who was a victim of a violent crime committed in Indiana?
- ✚ Are you a surviving spouse, dependant child or legal guardian of a victim of a violent crime who died as a result of that crime?
- ✚ Are you legally dependent for principal support upon a victim who died as a result of a violent crime?
- ✚ Was the victim injured while giving aid and assistance to a law enforcement officer in the performance of that officer's lawful duties?

**You are not eligible for violent crime compensation if you are:**

- ✚ A victim who did not receive physical bodily injury as a result of the crime.
- ✚ A victim who has engaged in illegal activity or conduct that cause or contributed to the crime.
- ✚ A victim who is injured while confined in a correctional facility.
- ✚ A victim who did not report the crime to a law enforcement officer within forty-eight (48) hours after the occurrence of the crime.

*\* Other exceptions may apply*

### **Eligibility Requirements**

- ✚ There must be a minimum of \$100 in out-of-pocket expenses.
- ✚ The application for benefits must be filed no later than 180 days after the crime occurred.
- ✚ The victim's net worth cannot be greater than \$200,000,

Expense with a maximum award of \$15,000 may be paid for any one injury or death including:

- ✚ Physical Therapy
- ✚ Prescription Drugs
- ✚ Dental
- ✚ Optometric
- ✚ Chiropractic
- ✚ Ambulance Services
- ✚ Prosthetic Devices
- ✚ Counseling (up to \$2000)
- ✚ Funeral Expenses (up to \$4000)
- ✚ Lost Wages
- ✚ Loss of Support to a dependent of a crime victim who is killed
- ✚ Attorney fees related to compensation (10-15%) of total award

The Violent Crime Compensation Fund does not reimburse for the following:

- ✚ Personal property loss
- ✚ Property damage
- ✚ Damages for “pain and suffering”
- ✚ Crime scene clean-up
- ✚ Relocation expenses
- ✚ Travel expenses
- ✚ Clothing
- ✚ Reimbursement for police report

An application must be submitted by certified mail with return receipt requested within 180 days from the date of the crime. The Violent Crime Compensation Division will review all applications and investigate to verify the information given. If the application is not properly completed, or if additional information is required, the Division will send a written explanation to the applicant of what is needed. If the requested information is not provided within 30 days of request, the application may be denied. The victim will be notified by mail of the results of the Division’s investigation and their determination.

## Additional Information

The Division may make an award in full, in part, or deny a claim altogether. In the event that expenses exceed the maximum award of \$15,000, the Division will divide the award to pay as many providers as possible. The Violent Crime Compensation Fund is a payer of last resort. This means that all other sources must be exhausted before an award can be made. Therefore, pursuant to Indiana Statute, the final award shall be reduced by the amount of benefits covered by insurance (i.e. medical, automobile, life, homeowners, disability), unemployment compensation, worker compensation, Social Security, public funds (including Medicare, Medicaid, Township Trustees), or any other source.

*Note: If a victim receives Violent Crime Compensation Funds, and later receives an insurance settlement or court-ordered restitution covering the same loss paid by the Division, **THE VICTIM MUST REPAY THE STATE OF INDIANA.***

You can access more information on this program by calling (800) 353-1484 or (317) 232-0157 or by sending an email to [victimservices@cji.in.gov](mailto:victimservices@cji.in.gov).

## **Frequently Asked Question**

**Can VOCA/STOP funds be used to pay for coalition dues (or any other lobbying activities?)**

- NO! None of the contracted funds may be used for lobbying activities per federal law and as the signed assurances reflect. All contracted funds are dispensed to programs in an obligated budget.

**If 100% of my salary is paid by contracted funds through ICJI, may I still lobby?**

- No. Per federal law, you may not use any of those funds for lobbying activities. If lobbying is a portion of your job duties, then a similar percentage of your salary should be paid by funds other than VOCA.

**Why are claim vouchers not available on the ICJI website?**

- Claim vouchers are not available on the website because each claim voucher is personalized for each program.

**Why is it important for VOCA - Assistance Grant Recipients to know about the Violent Crime Compensation Program?**

- The federal guidelines state that VOCA - Assistance grant recipients must "Help Victims Apply for Compensation Benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status."